STATE OF ARIZONA REQUEST FOR TRAVEL ADVANCE

EMPLOYEE:	DEPARTMENT/DIVISION/SECTION:

DATES OF TRAVEL:
FROM: TO:

DESTINATION(S) OF TRAVEL:

PURPOSE OF TRAVEL:

Travel advances not supported by a travel claim in a timely manner (10 working days) may be deducted from any salary, wages, or travel expense reimbursement due to the traveler. (A.R.S. 35§ -192.02B).

Present policy generally limits the maximum amount advance to 80% of allowable estimated travel expense (meals and lodging). Advances cannot be made for less than three (3) consecutive days in travel status. If the hotel charges the first night's stay to the traveler's credit card, the traveler must submit a copy of his/her credit card bill and itinerary reflecting the single room rate and may be advanced 100% of the first night's hotel stay.

Disclosure of the employee's social security number is mandatory pursuant to A.R.S. § 38-612(E) and 42 U.S.C. 405(c)(2)(C). The social security number shall be used for the administration of employee compensation.

By my signature, I authorize the assignment of my travel claims to the Department as repayment of the travel advances given to me. I agree that if the amount of my travel claim is less than the amount advanced to me, I will return the difference to the Department within ten (10) working days from the date on which the travel is completed.

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Employee's Social Security Number

_____ ___/___/_____
Employee's Signature and Date

I hereby certify the employee named above will be traveling on authorized state business.

_____ ___/___/_____
Supervisor's Signature and Date

The above named individual is

☐ Approved   ☐ Disapproved   for a travel advance.

_____ ___/___/_____
Agency Director's Signature and Date

ACCOUNTING OFFICE USE ONLY

IN STATE TRAVEL
COBJ
6531 1st Night LODGING*: _____ X 100% = _____

6531   LODGING: _____ X 80% = _____

6541   MEALS: _____ X 80 % =_____

TOTAL ADVANCE: 6571   _____

OUT OF STATE TRAVEL
COBJ
6631 1st Night LODGING*: _____ X 100% = _____

6631   LODGING: _____ X 80% = _____

6641   MEALS _____ X   80% = _____

TOTAL ADVANCE: 6671   _____

* **The 1st Night's Lodging may be advanced at the 100% rate only when the hotel charges the first night's stay to the traveler's credit card.**
  To receive a 100% advance, the employee must submit a copy of his/her credit card bill showing the charge plus a copy of his/her itinerary reflecting the single room rate.

BATCH HEADER			
AGY (3)	DATE((6)	TYP(1)	NO(3)
	/ /		

DOC DATE (6) / /	EFF DATE (6) / /	CUR DOC (8)		AGY (3)	DOC AMOUNT $(11) ¢(2)	DOC AGY (3)	CLAIM AMOUNT	
DOC SFX (3)	REF DOC (8)	REF SFX (3)	M (1)	TC (3)	INDEX (5)	PCA (5)	AY (2)	COBJ (4)	AOBJ (4)	AMOUNT $(11) ¢(2)	R (1)

I certify that this expenditure is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants, and contracts. I also certify that sufficient appropriation and monies are available for this expenditure, and that I am authorized to disburse these monies.

Approved by: _____   Date: _____

GAO-509A (12-01)